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# Supplier Registration

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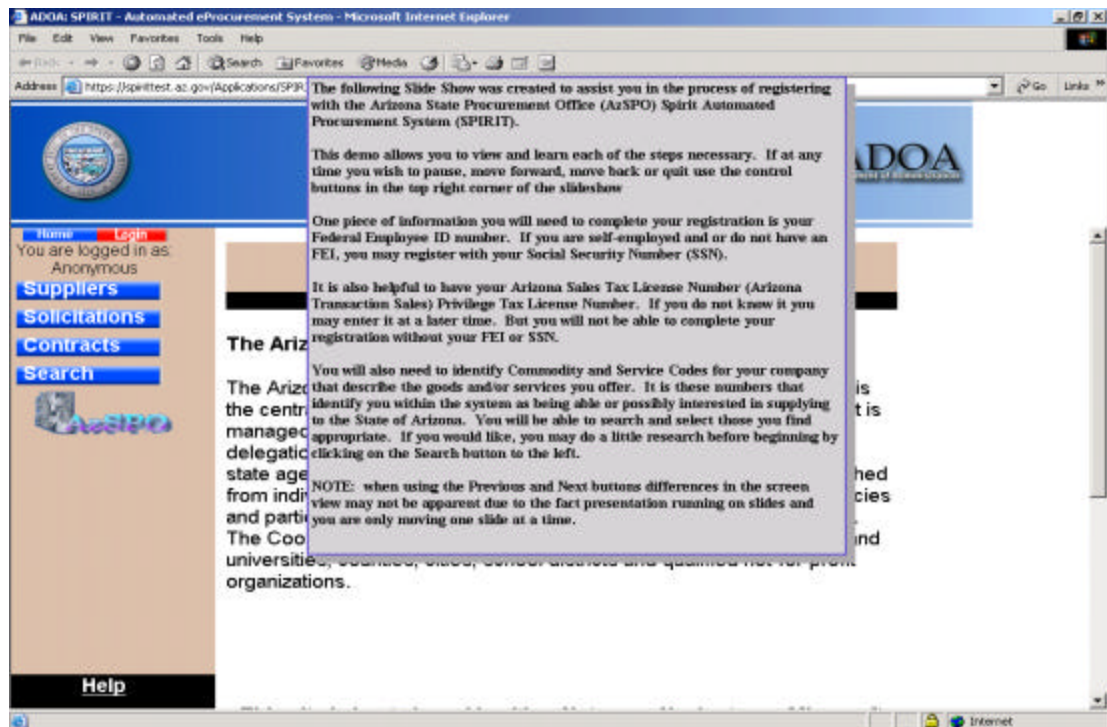
Background Information	<p>The following manual was created to assist you in the process of registering as a prospective supplier with the Arizona State Procurement Office (AzSPO) Spirit Automated Procurement System (SPIRIT).</p> <p>Once you have completed this initial registration you will be able to return to update any information necessary, with the exception of your company name or Federal Employer ID/Social Security number. If you need to change your company's name or tax identification number please contact the Spirit Administrator.</p>
Reference Materials	<p>Reference materials for this topic include the following:</p> <ul style="list-style-type: none"><li>• Training simulations for registration at <a href="http://www.azspo.az.gov/">http://www.azspo.az.gov/</a> and follow the SPIRIT link</li><li>• Website: <a href="http://www.azspo.az.gov/">http://www.azspo.az.gov/</a> from there follow the SPIRIT link</li></ul>
Learning Objectives	<ul style="list-style-type: none"><li>• The supplier will be able to successfully register as a potential supplier in the Arizona State Procurement Office (AzSPO) Automated Procurement System (SPIRIT)</li></ul> <p>Specifically, the Suppliers will be able to</p> <ul style="list-style-type: none"><li>recall and apply various techniques to research and identify commodity codes based on numeric and alpha descriptions.</li><li>understand the process to delete a commodity code.</li><li>identify the Administrator's rights in maintaining their company's supplier registration file.</li><li>determine and input the appropriate information needed to complete the application.</li></ul>

## Before You Begin

Before beginning the registration process consider the following required information:

- Your company's Federal Employer ID/Social Security Number and Arizona Sales Tax number.
- Realize that you will be considered the Administrator for your company's supplier profile. This duty may be delegated to someone else if necessary once you have completed registration.
- You will be asked for various addresses of your company. A main, "Remit To" and "Purchase Order" address. If these are the same, a checkbox is available to indicate that the information for the additional address is the same. If you are unsure of the addresses you may return to enter them once registration is complete.


## NOW FROM THE BEGINNING ...



Click on the **Suppliers** from the menu options on the left

From the sub menu that opens after clicking on Suppliers, Click on **Register**

The page that follows contains a basic introduction to the SPIRIT system and the Arizona State Procurement Office.

You will click  at the bottom of the screen to begin the registration process or click Cancel to abort the process.

<b>Supplier Registration</b>	
<b>New Registration</b>	
Page loaded on 08/04/2003 at 10:09:51 AM.	

● = **Required Field**


General Information		?
● Organization Name:	<input type="text" value="My Company"/>	
● Federal Tax Id:	<input type="text"/>	Arizona Sales Tax License Number: <input type="text"/>
● Federal Tax Id Type:	<input checked="" type="radio"/> Federal Employer's Identification Number (FEI) <input type="radio"/> Social Security Number (SSN)	

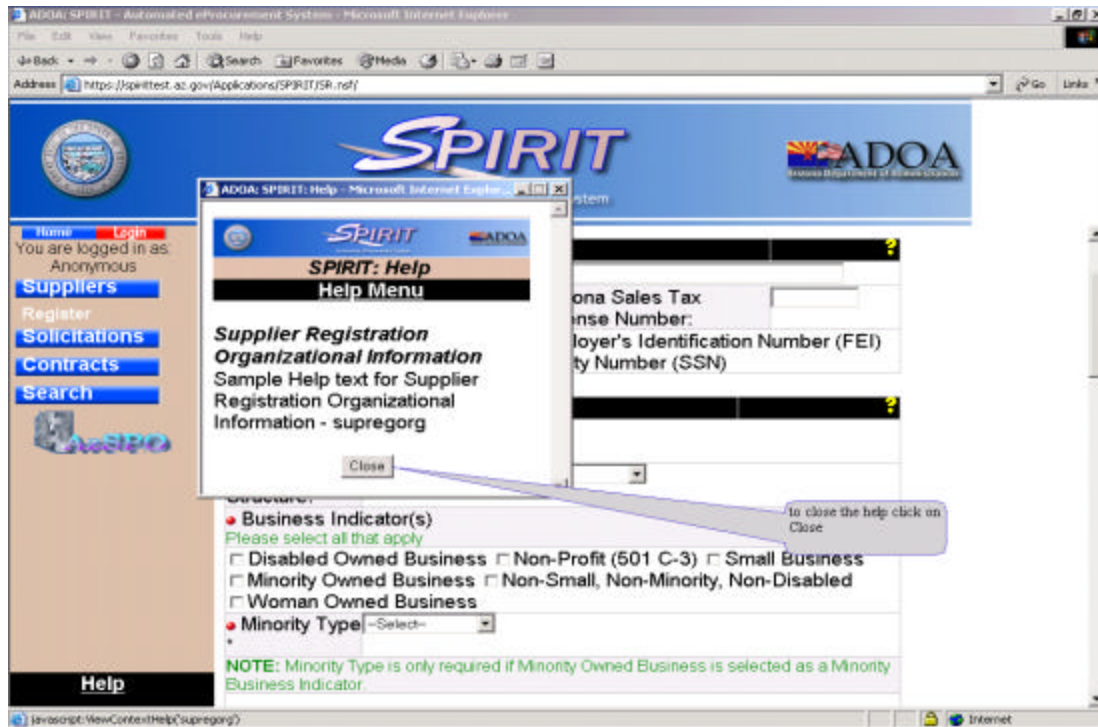
Enter your Company Name in the Organization Name field

Enter your Company's Federal Employer Tax ID in the Federal Tax ID field

If you are self-employed or do not have an FEI, you may register using your Social Security Number (SSN) in the Federal Tax ID field – **NOTE:** Be sure to select the Federal Tax ID Type radio button for Social Security Number if you use your SSN.

For additional information regarding the Arizona Transaction (Sales) Privilege Tax License Number or Federal Employer ID visit the Arizona Department of Revenue at <http://www.revenue.state.az.us/> or the Internal Revenue Service at <http://www.irs.gov/>


**NOTE:** Clicking on any  "Help Icon" while in the Spirit Application will open the help window with information specific to the area. See screen shot on the next page.




To close the help window click on Close or click on the window X.

Continuing on ....

Organizational Information	
Business Type	-Select-
Org. Structure:	-Select-
<b>Business Indicator(s)</b> Please select all that apply	
<input type="checkbox"/> Disabled Owned Business <input type="checkbox"/> Non-Profit (501 C-3) <input type="checkbox"/> Small Business <input type="checkbox"/> Minority Owned Business <input type="checkbox"/> Non-Small, Non-Minority, Non-Disabled <input type="checkbox"/> Woman Owned Business	
Minority Type	-Select-
* <b>NOTE:</b> Minority Type is only required if Minority Owned Business is selected as a Minority Business Indicator.	

Click on the Business Type drop down menu arrow  in the Organization Information section. You will need to select a business type.

Click on the Organization Type drop down menu arrow  in the Organization Information section. You will need to select an Organization Type. Select the "Organizational Structure" type that best describes your company's structure. See below

Organizational Information		?
• Business Type	Consulting Firm	
• Org. Structure:	-Select-	
• Business Indicator	-Select-	
Please select all that apply	<div> <div>Arizona Corp. including Non-Profit</div> <div>Arizona State Agency</div> <div>Benefits Provider</div> <div>Federal Agency</div> <div>Financial Institution</div> <div>Government Agency (non State/Federal)</div> <div>Individual</div> <div>Medical Corporation</div> <div>Out of State Corp. including Non-Profit</div> <div>Partnership</div> </div>	
<input type="checkbox"/> Disabled Owned Business		<input type="checkbox"/> C-3) Small Business
<input type="checkbox"/> Minority Owned Business		<input type="checkbox"/> Minority, Non-Disabled
<input type="checkbox"/> Woman Owned Business		
• Minority Type		
*		

**NOTE:** Minority Type is only required if Minority Owned Business is selected as a Minority Business Indicator.

<input type="checkbox"/> Disabled Owned Business	<input type="checkbox"/> Non-Profit (501 C-3)	<input type="checkbox"/> Small Business
<input type="checkbox"/> Minority Owned Business	<input type="checkbox"/> Non-Small, Non-Minority, Non-Disabled	
<input type="checkbox"/> Woman Owned Business		
• Minority Type	-Select-	
*		

**NOTE:** Minority Type is only required if Minority Owned Business is selected as a Minority Business Indicator.

If you select Minority Owned, you will need to select the minority type from the Minority Type drop down menu. A definition for Small Business is provided.

### Definition

**Small Business** definition: Pursuant to A.R.S. 41-1001(14) A "small business" means a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field and which employs fewer than one hundred full-time employees OR which has gross annual receipts of less than four million dollars in its last fiscal year.



Type in your DBE Certification if not applicable, leave blank. See below

<b>DBE Certification</b>	<input type="text"/>	<b>Government Agency</b>	<input type="text"/>
------------------------------	----------------------	------------------------------	----------------------

### Definition

#### DBE Certification

The city of Phoenix has a program that certifies minority-and woman-owned and small businesses for participation in special city incentive procurement and contracting programs. The city also has been contracted by Maricopa County to provide certification services for minority-and woman-owned firms interested in business opportunities with the county. If your company has been certified through this program enter the certification here.

The Government Agency field is for the State of Arizona agencies use only.

<input type="checkbox"/> <b>Statewide</b> <input type="checkbox"/> <a href="#">Apache</a> <input type="checkbox"/> <a href="#">Coconino</a> <input type="checkbox"/> <a href="#">Graham</a> <input type="checkbox"/> <a href="#">La Paz</a> <input type="checkbox"/> <a href="#">Mohave</a> <input type="checkbox"/> <a href="#">Pima</a> <input type="checkbox"/> <a href="#">Santa Cruz</a> <input type="checkbox"/> <a href="#">Yuma</a> <input type="checkbox"/> <a href="#">Cochise</a> <input type="checkbox"/> <a href="#">Gila</a> <input type="checkbox"/> <a href="#">Greenlee</a> <input type="checkbox"/> <a href="#">Maricopa</a> <input type="checkbox"/> <a href="#">Navajo</a> <input type="checkbox"/> <a href="#">Pinal</a> <input type="checkbox"/> <a href="#">Yavapai</a>
--

Select the geographic area(s) by county that you wish to offer services/products in by placing a checkmark in the appropriate box(es). You may select multiple counties or select Statewide to do business anywhere in the state.

#### Note

Clicking on any of the County Links opens a brief listing of cities in within that counties boundary.

## BUSINESS ADDRESS ENTRY

The screenshot shows the SPIRIT Automated eProcurement System web interface. The header includes the SPIRIT logo and the Arizona Department of Administration (ADOA) logo. The left sidebar contains navigation links: Home, Login, Register, Solicitations, Contracts, Search, and Help. The main content area is titled "Address Information" and contains a form for entering business address details.

Address Information		Remit To		Purchase Order	
Main		Same as Main		Same as Main	
Address	124 Main St				
Address	Suite 1				
City	Phoenix				
County	Maricopa	-Select-		-Select-	
State	AZ	-Select-		-Select-	
Zip*	05007				
Country	USA				
Phone	602 555 1212				
Fax	602 555 1212				

\* Note: The extra 4 digits of the Zip code are not required

Commodity Codes	
Code	Description
* Note: Any commodity code you select ending with 0000 is designated as a category. You will be automatically registered for all the commodity codes that begin with the prefix of that category.	

Enter your Business Street Address here.

If your business is located in Arizona, be sure to select the county from the list in the County drop down menu. If your business is located out of state select Not Applicable from the County drop down menu.

In the Country field you may type the initials of the country or type it completely; i.e. USA, United States

If the Remit To and Purchase Order address is the same as the Main, place a checkmark in the box beneath its title. If the addresses are different than the Main, type the full address for each.

### NOTE:

Selecting Same As for either additional address will not be immediately apparent. During the registration process the screen refreshes at various points. The address information will load at one of those points.



## COMMODITY CODE SEARCH AND REGISTRATION

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### Background Information

- The proper registration of Commodity and Service Codes is extremely important. It is through the commodity codes that suppliers are directly notified of pending solicitations. If you use any incorrect or inappropriate codes you will either not be notified at all or you will be notified of a solicitation that may not be appropriate to your business.
- You may visit the "Solicitation" site as often as you like to view "All Solicitation". If you find a solicitation for a commodity code that you are not presently registered for you may still download and submit that solicitation. You may also register for as many commodity codes as you need.

### Looking for a Commodity Code?

There are various means at your disposal for searching for the appropriate codes. It is always best to use an asterisk \* as a wildcard in your searches. You will notice on the following screens that it is always used. It is not necessary, but it does enable you to be aware of further codes available that you might not otherwise have considered.

#### Search Option #1

You may Click on ADD and the entire list will open in a separate window. Codes are viewable by scrolling down the list and using the "Next Document" or "Previous Document" links at the bottom of each screen.

#### Search Option #2

You may type a known code. For example: 0070-0010, then click on Search. Select it by placing a checkmark in the box to its left, then click OK.

#### Search Option #3

Or you may do a partial code search. Example: 0070\*, the results of which will include any codes with 0070 included, whether they be the Commodity Code Class or Sub-class.

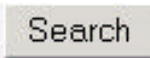
#### **Search Option #4**

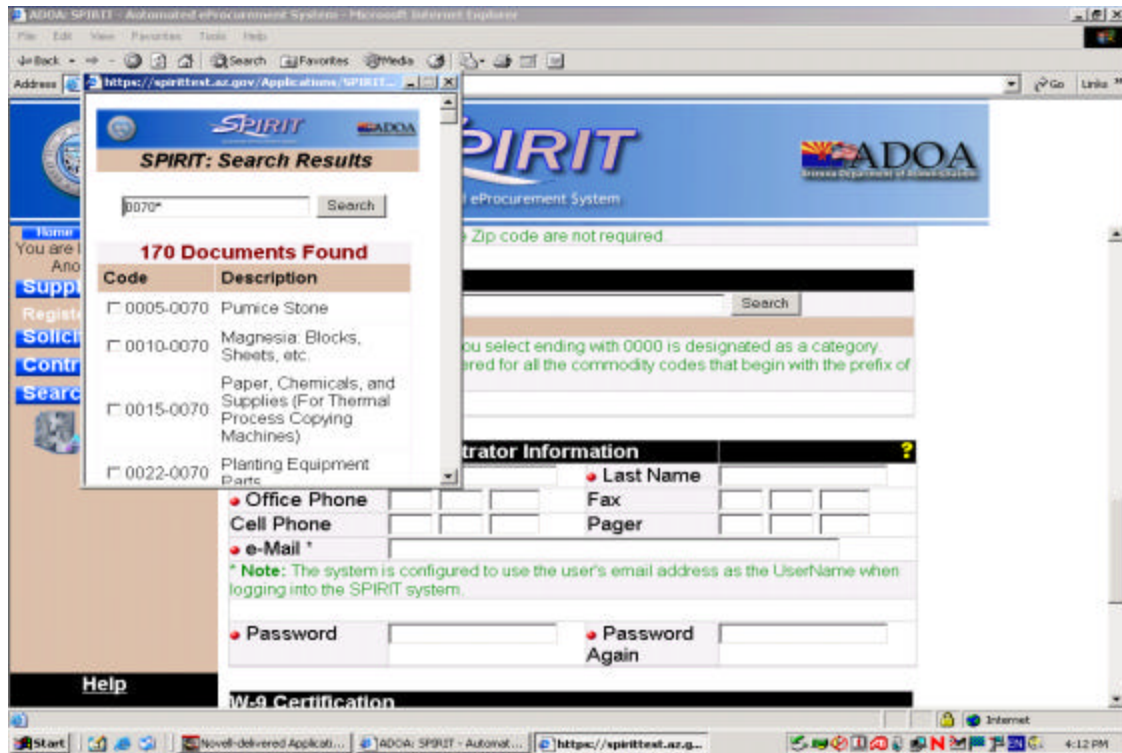
If you are familiar with a Commodity Class you may then narrow the search by typing: 0070-\*. The results for this search will show the Subclasses available under the Commodity Class of 0070.

#### **Search Option #5**

Or, you may type a partial description. For example: Comp\* The search results will include all codes with the criteria included. Just place a check in the box to the left of the desired code(s) then click OK at the bottom of the window.

## THE FOLLOWING IS A PARTIAL CODE SEARCH.

Type the numbers 0070\* and Click on 



**SPIRIT: Search Results**

0070\*

**170 Documents Found**

Code	Description
<input type="checkbox"/> 0005-0070	Pumice Stone
<input type="checkbox"/> 0010-0070	Magnesia: Blocks, Sheets, etc.
<input type="checkbox"/> 0015-0070	Paper, Chemicals, and Supplies (For Thermal Process Copying Machines)
<input type="checkbox"/> 0022-0070	Planting Equipment Parts

**Registration Information**

• Office Phone

• Cell Phone

• e-Mail \*

\* Note: The system is configured to use the user's email address as the UserName when logging into the SPIRIT system.

• Last Name

• Fax

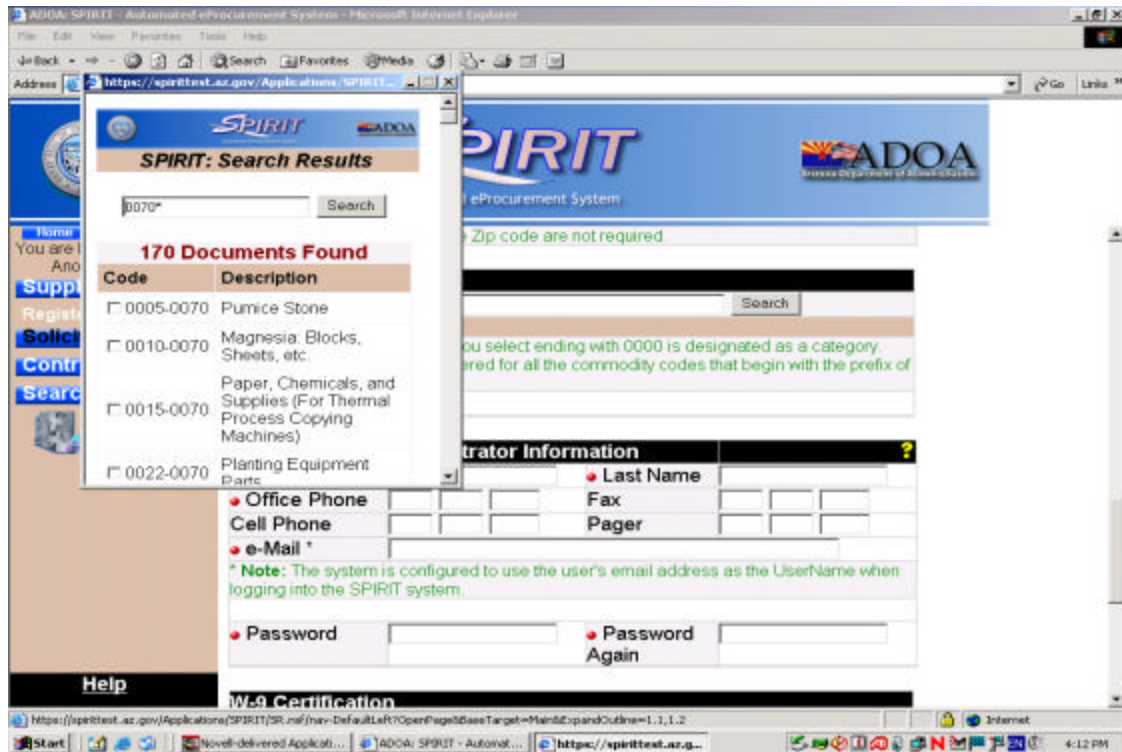
• Pager

• Password

• Password Again

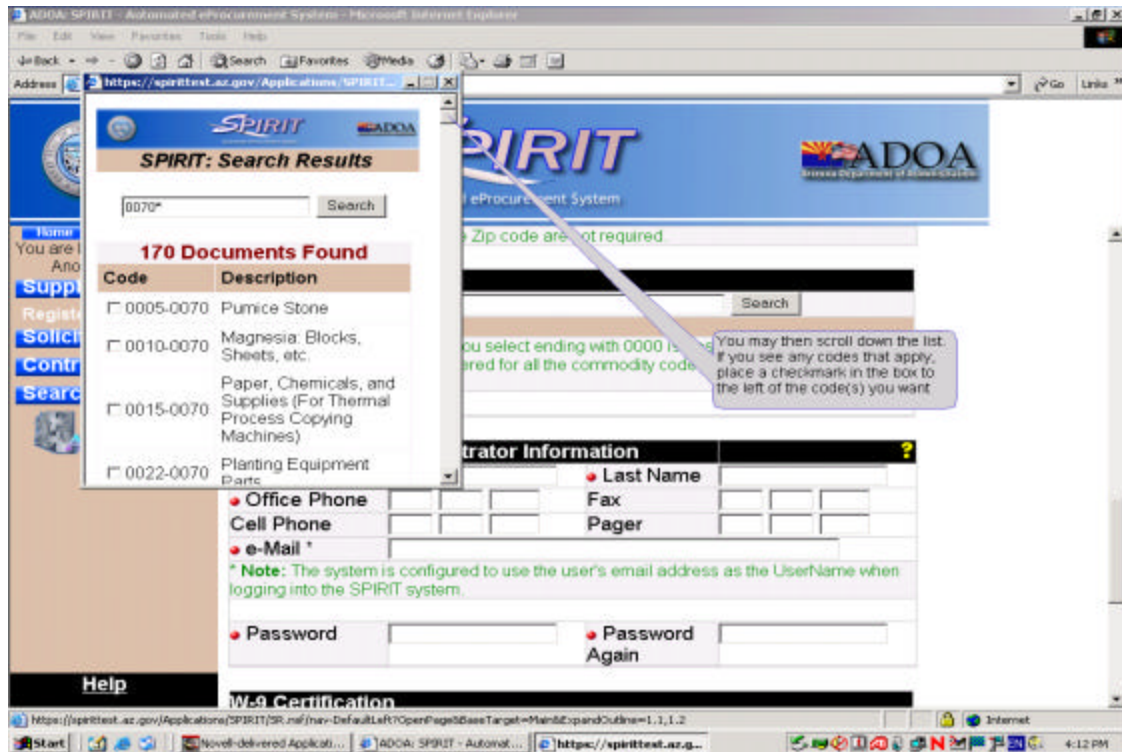
**Web Certification**

The Search Results screen will open with Commodity and Service codes that contain your search criteria.

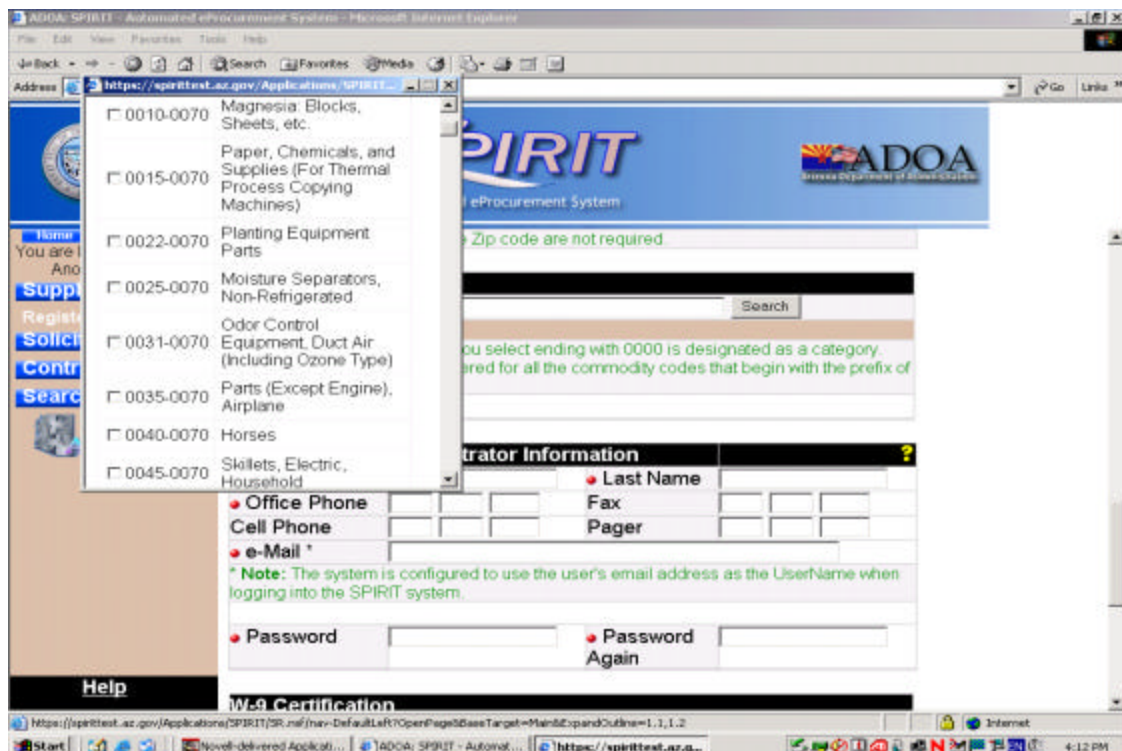


You searched by 0070\*. This resulted in all codes with the numbers 0070 in them, regardless of whether the 0070 led or followed.

Had you wanted to search by the Commodity Class of 0070 your criteria would need to be typed list this: 0070-\* The dash after the zero tells the search engine you are searching for any codes that begin with 0070-. The Search engine then looks for 0070- and returns 0070 with all it's subclasses.



In the search results window you may then scroll down the list. If you see any codes that apply, place a checkmark in the box to the left of the code(s) you want.



Note the code structure: 0070 is the Commodity Class or the high level description.

-0000 is the Sub-Class number set, which defines the commodity further. In this instance though 0070-0000 defines the entire 0070 code set.

**Placing a checkmark in 0070-0000 would have the effect of registering your company for the entire Commodity Class of 0070.**

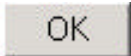
Let's consider Ambulances and Rescue Vehicles. 0070 is the high level description of Automotive Vehicles and -0003 brings it down further, defining it by type as in Ambulances and Rescue Vehicles.

If 0070-0003 is something your company offers, place a checkmark in the box to its left. You could also have searched by vehicle, Ambulance, Rescue or any other various search criteria.

Perhaps Bookmobiles is something your company offers. Select that as well. Be aware that there is no limit as to the number of codes you may register under.

Once you have made the selections on a screen scroll down to the bottom of the screen and click OK. Your selections will be registered.

**Note:** Some search results may be so lengthy that you are required to click on the Next or Previous link at the bottom of the search results window to continue on through the list. If this is the case, do so, however, be aware that any selections you made in a search results screen will only be registered in your supplier profile if you click OK.

Click on  when you have made the code selection(s) on the screen to load them into your company's profile.



ADOA: SPIRIT - Automated eProcurement System - Microsoft Internet Explorer

Address: https://spirittest.az.gov/Applications/SPIRIT/SR.nsf/

**ADOA**  
Arizona Department of Administrative Services

**SPIRIT**  
Automated eProcurement System

Home Login  
You are logged in as: Anonymous

**Suppliers**  
Register  
Solicitations  
Contracts  
Search

**Commodity Codes**  
Add Remove 0070\* Search

Code	Description
0070-0003	Ambulances and Rescue Vehicles
0070-0008	Bookmobiles Complete

\* Note: Any commodity code you select ending with 0000 is designated as a category. You will be automatically registered for all the commodity codes that begin with the prefix of that category.

The codes selected with checkmarks are now registered.

**Initial Supplier Administrator Information**

First Name	Last Name
Office Phone	Fax
Cell Phone	Pager
e-Mail *	

\* Note: The system is configured to use the user's email address as the UserName when logging into the SPIRIT system.

Password Password Again

**W-9 Certification**  
I acknowledge the following:

Help

Done Start Novel-delivered Applicati... ADOA: SPIRIT - Autom... 4:12 PM

The codes selected with checkmarks are now registered.

## SEARCHES DONE BY A WRITTEN DESCRIPTION

ADOA: SPIRIT - Automated eProcurement System - Microsoft Internet Explorer

Address: https://spirittest.ac.gov/Applications/SPIRIT/SPR.nsf/

**SPIRIT**  
Automated eProcurement System

ADOA  
Arizona Department of Administration

Home Login  
You are logged in as:  
Anonymous

**Suppliers**  
Register  
Solicitations  
Contracts  
Search

**Commodity Codes**  
Add Remove Scooter\* Search

Code	Description
* Note: Any commodity code you select ending with 0000 is designated as a category. You will be automatically registered for all the commodity codes that begin with the prefix of that category.	
0070-0003	Ambulances and Rescue Vehicles
0070-0008	Bookmobiles Complete

**Initial Supplier Administrator Information**

First Name Last Name  
Office Phone Fax  
Cell Phone Pager  
e-Mail \*  
\* Note: The system is configured to use the user's email address as the Username when logging into the SPIRIT system.  
Password Password Again

**W-9 Certification**  
I acknowledge the following:

Doing a search by word description will yield results used in a commodity/service code description.

### NOTE

Remember to use the asterisk \* as a wildcard in any searches you do.

For example, type in Scooter\* in the search window and click on the

Search

**SPIRIT: Search Results**

Search: Scooter\*

**5 Documents Found**

Code	Description
<input type="checkbox"/> 0070-0018	Motor Scooters and Trucksters, Engine Driven (Including all Terrain Vehicles)
<input type="checkbox"/> 0070-0020	Motor Scooters and Trucksters, Electric Powered (Including Golf Carts and All Terrain Vehicles)

Note that this search result also includes:  
0070 Automotive...  
with a Sub-Class of -0018 Motor Scooters...

**Supplier Information**

Last Name:

First Name:

Cell Phone:

e-Mail:

**W-9 Certification**

☐ I acknowledge the following:

### Note

This search result includes: 0070 Automotive...  
with a Sub-Class of -0018 Motor Scooters...

If you do deal in the automotive area, this commodity area would be a good *start*. Notice that start was italicized. It is imperative during the initial and subsequent registration of commodity/service codes that you cover all the bases and register those codes that meet your company's offering regardless of how vaguely they may resemble them.

ADOA: SPIRIT - Automated eProcurement System - Microsoft Internet Explorer

Address: https://spirittest.az.gov/Applications/SPIRIT...

**SPIRIT: Search Results**

Search: Scooter\*

**5 Documents Found**

Code	Description
<input checked="" type="checkbox"/> 0070-0018	Motor Scooters and Trucksters, Engine Driven (Including all Terrain Vehicles)
<input checked="" type="checkbox"/> 0070-0020	Motor Scooters and Trucksters, Electric Powered (Including Golf Carts and All Terrain Vehicles)

**Supplier Information**

• Last Name: \_\_\_\_\_

• Fax: \_\_\_\_\_

• Pager: \_\_\_\_\_

• Cell Phone: \_\_\_\_\_

• e-Mail: \_\_\_\_\_

\* Note: The system is configured to use the user's email address as the UserName when logging into the SPIRIT system.

• Password: \_\_\_\_\_ • Password Again: \_\_\_\_\_

**W-9 Certification**

• ☐ I acknowledge the following:

As done before with the search by code make your selection(s) from the list as appropriate

ADOA: SPIRIT - Automated eProcurement System - Microsoft Internet Explorer

Address: https://spirittest.az.gov/Applications/SPIRIT...

**SPIRIT: Search Results**

Search: Scooter\*

**5 Documents Found**

Code	Description
<input checked="" type="checkbox"/> 0070-0018	Motor Scooters and Trucksters, Engine Driven (Including all Terrain Vehicles)
<input checked="" type="checkbox"/> 0070-0020	Motor Scooters and Trucksters, Electric Powered (Including Golf Carts and All Terrain Vehicles)

**Supplier Information**

• Last Name: \_\_\_\_\_

• Fax: \_\_\_\_\_

• Pager: \_\_\_\_\_

• Cell Phone: \_\_\_\_\_

• e-Mail: \_\_\_\_\_

\* Note: The system is configured to use the user's email address as the UserName when logging into the SPIRIT system.

• Password: \_\_\_\_\_ • Password Again: \_\_\_\_\_

**W-9 Certification**

• ☐ I acknowledge the following:

Scroll down to the bottom of the window

And Click on the  button to register your selection(s).

The Codes selected are now included in your list of Commodity Codes.

## REMOVING COMMODITY CODES

If you want to remove any of the codes you registered, simply click on the Remove button. A window like the code search window listing the codes you registered will open. Place a checkmark in the box to the left of the code(s) you wish to

remove, scroll to the bottom, and then click .

You are encouraged to review your supplier registration information often and make any necessary revisions.

## **Initial Supplier Administrator Information**

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### **Initial Supplier Administrator Information**

The representative of your company that initially registers will effectively hold the role of System Administrator for your company in the SPIRIT database. They will have the role for administration, editing user profiles, and submitting proposals. Adding additional users is only possible once the initial registration has been submitted.

Your company's SPIRIT System Administrator will be able to set the roles for each additional contact registered, up to and including administration, editing their own profile and submitting proposals.

The Administration Role includes the rights to: change Company Addresses, Add/Delete Commodity or Service Codes, change Business Type/Organizational Structure, and Service Delivery Area.

The Edit Profile Role includes the rights to manage a users own profile contact information.

The Submit Proposal Role includes the rights to submit an offer or bid on behalf of your company. Any and all contacts given this role will have the ability to submit responses to solicitations, so you will want to insure that your final submission is agreed upon.



ADDA: SPIRIT - Automated eProcurement System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://spirittest.az.gov/Applications/SPIRIT/SR.nsf/>

**SPIRIT**  
Automated eProcurement System

**ADOA**  
Arizona Department of Administration

Home Login  
You are logged in as:  
Anonymous

**Suppliers**  
Register  
Solicitations  
Contracts  
Search

**Initial Supplier Administrator Information**

First Name Joe Last Name Smith  
Office Phone 555 555 5555 Fax  
Cell Phone Pager  
e-Mail j.smith@myemail.com

\* Note: The system is configured to use the user's email address as the UserName when logging into the SPIRIT system.

Password Password Again

**W-9 Certification**

☐ I acknowledge the following:  
Under Penalties of perjury, I certify that  
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND  
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND

Done

Start Novell-delivered Applicati... ADDA: SPIRIT - Autom... 4:15 PM

Enter your first name and last name

Enter **your** office phone number and not that of the main office

Enter your fax number


Enter your cell phone number

Enter your pages number

Enter your e-mail address

**REMEMBER THAT YOUR E-MAIL ADDRESS IS YOUR USER LOGIN NAME FOR ACCESS TO SPIRIT.**

Enter a password; this can be any combination of letters and numerals with a minimum of six characters.

In order to complete the supplier registration process you will need to read and acknowledge the "W-9 Certification" by clicking on the Checkbox  .

If the registration is complete, click on Submit. The Spirit System will let you know if you have missed any information that is mandatory.

## ADDING New Users

Once your registration is complete you may log in to SPIRIT for management of your Company Profile.

You will likely want others from your company to access SPIRIT. Once logged in, click on the **Profile** tab. From the sub-menu select **Create User**. On the screen that opens enter the appropriate user information.

Remember when selecting user rights that:

The **Administration** Role includes the rights to: change Company Addresses, Add/Delete Commodity or Service Codes, change Business Type/Organizational Structure, and Service Delivery Area.

The **Edit Profile** Role includes the rights to manage a users own profile contact information.

The **Submit Proposal** Role includes the rights to submit an offer or bid on behalf of your company. Any and all contacts given this role will have the ability to submit responses to solicitations, so you will want to insure that your final submission is agreed upon.

## Deactivating a User

If for some reason a SPIRIT user within your company should no longer be allowed to access to SPIRIT on behalf of your company; you may edit their User Profile to change their status from Active to Inactive.